DEPARTMENT OF THE INTERIOR
U.S. Fish and Wildlife Service

Division of International Conservation
Wildlife Without Borders Programs

Wildlife Without Borders - Africa
Catalog of Federal Domestic Assistance (CFDA):15.651

Notice of Funding Availability &Application Instructions
Fiscal Year 2012

Funding Opportunity Title: FWS-DIC-WWB-AFR2012
Announcement Type: New Applications
Funding Opportunity Number: FWS-DIC-WWB-AFR2012
Submission Deadline: December 1, 2011

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Failure to provide complete information, as outlined below, may cause delays, postponement, or rejection of a grant application.

I. DESCRIPTION OF FUNDING OPPORTUNITY

The Wildlife Without Borders-Africa Program funds projects designed to strengthen the ability of African individuals and institutions to manage and conserve species, habitats, and ecological processes for the benefit of the people of Africa and the world.

The Wildlife Without Borders Program defines capacity building as strengthening the ability of individuals and organizations to conserve biodiversity. Capacity building approaches can include training, facilitating dialogue, program development, and provision of equipment and other resources.

For this FY 2012 December proposal cycle, the call for applications will be limited to Gabon only.

Projects should build capacity in one (or more) of the following themes:

1. **Threat Reduction**: Includes projects that increase individual and institutional capacity to reduce threats to African wildlife, including extractive industries, human-wildlife conflict, hunting for bushmeat, wildlife disease in and around protected areas, and climate change;

2. **Protected Area Management**: Includes projects that strengthen the management ability of institutions responsible for protected areas, by conducting a training program or capacity needs assessment, or by undertaking activities that improve management effectiveness, conservation financing, protected area coverage, community outreach and education, conflict resolution, coalition building, human resource management, financial management, vehicle and facility maintenance, law enforcement, grant writing, and/or project implementation;

3. **Training Programs**: Includes projects that increase the capacity of universities, colleges or other institutions to deliver education and training programs on protected area management and species conservation;

4. **Decision Makers**: Includes projects that enhance the knowledge of decision makers and other stakeholders in order to strengthen their ability to positively influence wildlife conservation, management, legislation, policy, and finance; and to harmonize these with other national policies.

For all themes listed above, the priority audiences for capacity building include:

• protected area managers, administrators, guards and rangers;
• conservation outreach specialists and educators, including professors, teachers, and trainers;
• community conservationists and staff of local non-governmental and civil society organizations;
• decision makers, including legislators, legal and other public officials.

Projects should take place in Africa. If work is to be conducted outside Africa, the proposal must explain how the proposed activities will further wildlife conservation and management within Africa.

II. AWARD INFORMATION

This program uses grant and cooperative agreements as assistance instruments. The type of assistance instrument to be used is the decision of USFWS.

Grants Awards
Although the period of performance for projects funded under this program is typically one year, there are no restrictions on funding proposals for activities exceeding one year. The period of performance for all funded projects begins on the date the award is signed by the USFWS. Past and present recipients of awards under this Fund are eligible but must submit new proposals to compete for funding each year.

Cooperative Agreements
The criteria for funding levels, matching in-kind or financial support, period of performance, and the requirement for new proposal for past and present recipients of awards are the same as under Grant Awards. For cooperative agreements, substantive involvement by the USFWS should be expected and may include collaborating jointly with the recipient partner in carrying out the scope of work, drafting the proposal and offering technical assistance. To submit a proposal for consideration as a cooperative agreement, provide a justification statement in the project proposal as to the type and duration of assistance requested of the USFWS and a rationale for why involvement of USFWS is needed to fulfill project objectives.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Applicants under this program can be: individuals; multi-national secretariats, federal, state and local government agencies; non-profit, non-governmental organizations; public and private institutions of higher education, and individuals with demonstrated and proven experience in wildlife conservation and management. U.S. non-profit, non-governmental organizations must submit documentary evidence of their Section 501(c)(3) non-profit status.

Ineligible Activities: The Division of International Conservation will not fund:
- the purchase of firearms or ammunitions;
- buying intelligence information or paying informants;
- gathering information by persons who conceal their true identity;
- law enforcement operations that, to arrest suspects, prompt them to carry out illegal activities (entrapment);
- any activity that would circumvent sanctions, laws or regulations of either the U.S. or the country of proposed activity;
- material support or resources to individuals, entities, or organizations of countries that the U.S. Department of State has identified as state sponsors of terrorism. These countries are: Cuba, Iran, Sudan and Syria. (Exceptions may be allowed with clearance from U.S. Department of State.)

Applicant and Partner Contributions: Applicants and/or other project partners must contribute funds to the project, which may include cash or in-kind contributions. Applicant and partner contributions cannot be included as contributions for any other federally assisted project or program. Funds provided by another U.S. Federal Government agency or another USFWS award cannot be reported as matching contributions but should be noted and explained in detail. Only

verifiable contributions should be included as match. A match shown during one year may not be repeated as a match in a subsequent proposal.

IV. APPLICATION AND SUBMISSION INFORMATION

Failure to provide complete information, as outlined below, may cause delays, postponement, or rejection of a grant application.

SUBMISSION DEADLINE: December 1, 2011
A confirmation e-mail will be sent out to applicants once their submission has been received.

1. **APPLICATION FORMAT AND CONTENT: You must submit your proposal in English or French. If you submit a proposal in French, you must include a project summary in English. Proposals should be 10 pages or less. Figures, tables, maps, and required forms do not count toward the 10 page limit.**

   Your proposal should include these elements:

   A. Application Cover Page
   Complete the Application Cover Page located at
   http://www.fws.gov/international/dic/pdf/Cover_Page.pdf according to the instructions on page 3 of the form.

   B. Project Summary: This section should answer the question, "What is the purpose of this project?" BRIEFLY summarize your project in one page or less. This section should be a stand-alone summary of your project. It may or may not be shared with the public. Include the title of the project, geographic location, and a brief overview of the need for capacity building of this project. Critical threats to wildlife and habitats, the intended audience of capacity building activities (e.g. number and type of people trained), and anticipated outputs and conservation outcomes can also be included in this section.

   C. Project Narrative

   1. **Statement of Need:** This section should answer the question, "Why is this project necessary?" The statement of need should clearly identify the **targeted species or habitat**, a description of the **direct threats** that affect the targeted species or habitat at the project site, and the specific **capacity building activities** proposed to reduce or eliminate one or more of these threats.

      Explain how your proposal differs from past work or builds upon it. Explain the success or failures of past efforts by yourself or others, and how your proposal expands upon those efforts and lessons learned.

      Former recipients of USFWS support should remember that every proposal must be a stand-alone document. Not all proposal reviewers may be familiar with past grants. If you have received grants previously (from USFWS or any other donor) for this work or this specific site, provide a summary of those activities and accomplishments so that reviewers can better understand the proposal in context. A table may be the most

efficient way to convey this information, including columns for: (1) donor, (2) USFWS reference number (if appropriate), (3) amount funded in USD, (4) year of activity, and (5) bullet points of major activities, outcomes, or products.

2. **Project Goals, Objectives, and Activities:** This section should answer the question, "What do you want to achieve and how are you going to do it?" As an example, the following format is recommended:

GOAL:
    Objective 1.
           Activity 1.1
           Activity 1.2
    Objective 2.
           Activity 2.1
    Objective 3.
           Activity 3.1
           Activity 3.2
           Activity 3.3

A *goal* is the long-term, overarching outcome that you want to achieve in order to successfully conserve the target species.

Objectives are the specific outcomes that you want to achieve in order to reach your stated goal(s), and should reflect a desired change in capacity, threat, or species status. Your objectives must be **attainable within the project period** and should be specific, capable of being measured, realistic, and results-orientated. Objectives should form the basis for the project's *Monitoring and Evaluation* section. A recommended reference for identifying and developing appropriate objectives and measures of success is the Conservation Measures Partnership website (Internet link: http://www.conservationmeasures.org/initiatives/standards-for-project-management).

Activities are the specific actions that you undertake to fulfill your objectives and reach your goal. Provide a detailed description of the method(s) for each activity. The equipment used/requested and personnel conducting the work should be clearly articulated in this section, and **proposed activities should correspond with the Project Budget Table**. For activities that build capacity, the **intended audience should be identified** (e.g., rangers, protected area managers, local community leaders) **and quantified** (e.g., number of rangers trained).

3. **Project Timetable:** This section should answer the question, "Over what time period will project activities be implemented?" Provide a timetable indicating when activities or project milestones will be accomplished. Include any tables, spreadsheets or flowcharts within the body of the narrative (DO NOT include separate attachments). The timetable should not propose specific dates, but rather list the activities described in Section 2, for each month over a 12-month period. To view a sample project timetable go to:
http://www.fws.gov/international/DIC/pdf/Sample_timetable.pdf

4. **Project Monitoring and Evaluation:** This section should answer the question, "How will we know that the project is working successfully?" Project monitoring and evaluation involves two components: (1) ensuring project implementation by

documenting anticipated outputs or products, and (2) measuring the conservation outcomes (also known as impacts) of project activities.

(1) **Anticipated Outputs:** Identify all expected project outputs, also known as products (e.g., management plans, brochures, posters, training manuals, number of people trained, workshops held, hours of training provided). Where appropriate, describe how outputs will be distributed to the relevant stakeholders, such as host country government agencies, resource managers, local communities, media, and civil society.

(2) **Conservation Outcomes:** Conservation outcomes are the desired impacts of a project, such as a change in capacity, threat, or condition of a species or habitat, and should directly relate to your objectives. To track your progress toward achievement of each project objective, identify what you will measure (i.e., **indicators**), and how will you will measure it (i.e., methods, sample sizes, survey tools). For example:

- For education and outreach, include examples of questionnaires or behavioral surveys that you will employ to measure how knowledge, skills, attitudes, and behaviors were affected by your project.
- For training, assessment tools like exams or tests should be described and benchmarks for passing the training program should be stated.
- For network building, define roles and responsibilities of members and include any other measures of success for what the network is intended to achieve.
- For wildlife protection activities, measures of success may include patrol days, person-hours, or prosecutions secured.
- For reintroduction or veterinary programs, measures of success may focus on the number of animals moved or treated, survivorship, or overall population numbers.
- Where appropriate, include direct measures of abundance or spatial extent for the focal species, population, or habitat to demonstrate the impact of project activities.

The USFWS values projects that report both the success and <u>failures</u> of efforts as a means by which an applicant can improve their performance and provide lessons learned to improve our efforts to conserve wildlife. Projects have a higher likelihood of being selected that advance the practice of conservation by being designed and implemented in a way that the effectiveness of capacity-building activities can be credibly assessed and shared.

5. **Sustainability:** This section should answer the question, "What is your long-term vision for this project beyond the USFWS funding period?" Describe which project activities will continue beyond the time period described in your proposal, who will continue the work or act on the results you have achieved, and any ideas you have for future funding.

6. **Description of Organization(s) Undertaking the Project**: This section should answer the question, "Who are you, and who are you going to be working with?" Provide a brief description of the applicant organization and all cooperating organizations and agencies. State the activities for which each group or individual is responsible. Provide brief (<u>1-2 pages</u>) *curricula vitae* for key personnel, identifying

their qualifications to meet the project objectives. DO NOT include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics.

Where multiple groups are working in the same site, or are listed as stakeholders in the proposal, letters of endorsement specifically referring to this proposal, and to the proposed collaboration from each partner organization, will strengthen your proposal, and may be requested by reviewers.

7. **Project Budget Table**
    Things to consider when developing your Budget Table:

    - *Federally Funded Equipment*: If the U.S. Federal Government has paid for equipment for another award, applicants cannot claim it to be a matching or in-kind contribution and SHOULD NOT include it in the budget table. Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment.

    - *Indirect Costs:* We encourage applicants to keep indirect costs to a minimum. Applicants with Negotiated Indirect Cost Rate Agreements (NICRA) must include a copy with their proposal. If they so choose, applicants with NICRA rates may request less than their negotiated rate and/or contribute indirect costs as a match.

    - *Program Income:* Your project may include activities that will generate program income. Program income earned as a result of activities supported with Federal funding includes, but is not limited to the following: income from fees for services, the use or rental of property, the sale of commodities or fabricated items, license fees and royalties on patents and copyrights, and interest on loans. Program income does not include interest earned on advances of Federal funds. Under this Fund, income earned during the project period of an approved award shall be retained by the recipient and used in at least one of the following ways:
        1. added to the funds requested from the USFWS for the project in addition to those committed by the recipient/other partners, and later used to conduct additional activities that will further the project objectives; OR
        2. used to finance the non-Federal share of the project.

    If your project will generate program income, provide: (1) a description of how the income will be generated, (2) an estimate of how much income will be made during the project duration, and (3) a description of how the funds will be used. If the income is to be used to conduct additional activities, you must include a Program Income column in your budget table and include all cost categories/items and associated amounts that the program income will cover.

    Instructions for Budget Table:

    Begin your project budget table on a new page. The budget table should include a column for all cost categories/items for the project, one column to show the cost calculation, a column for the total costs, one column for the requested USFWS funding, one or more columns for applicant and partner contributions, and, if

applicable, a column for any program income that will be used to conduct project activities, as demonstrated here:

Category/ Budget Item**	Cost Calculation*	TOTAL COST	USFWS	"Applicant"	"Partner X"	"Partner Y"	Program Income *(if applicable)*
Totals							

*Present all amounts in U.S. dollars
**We cannot accept the term "contingencies" in the budget as a line item
Go to http://www.fws.gov/international/dicprograms/Sample%20Budget.pdf to view to view a sample project budget table.

The budget table should provide enough information for reviewers to be able to understand the cost basis and calculation at a glance. For example, a $3,300 line item for lodging costs should include the formula for how the cost was calculated: *Lodging for 20 nights x 11 people x $15/night = $3,300.* Wherever possible, cost calculations should be included in the Project Budget Table, but where necessary, additional description should be provided in the Budget Justifications. If the budget table requires more than one page, verify that the column headings and row titles appear on all pages.

9. **Budget Justifications:** Justify or explain all requested budget items/costs. Demonstrate a clear connection to project activities, and show how line item amounts were determined. For expensive items or large single purchases, provide detailed technical specifications or a pro-forma invoice. Requests for personnel salary should be well documented, including the base-line salary figure and the estimate of time (percent) to be directly charged to the project. Assistance to cover personnel salaries is generally given a lower priority.

10. **Governmental Endorsement:** Non-governmental applicants must include a RECENT letter of support (no older than two years) from the appropriate local, regional, or national government wildlife or conservation authority. Endorsement letters should make specific reference to the project by its title, as submitted on the applicant's proposal.

11. **Map:** This section should answer the question, "Where is this project located?" Provide a map showing the location of your project site at the regional or national level. Ensure that the sites that you have referred to in the proposal are labeled on the map.

Provide the latitude and longitude coordinates of a representative geographic location for your project in decimal degrees format (NOT degree-minute-seconds format). For example, USFWS in Arlington, Virginia, USA, would be provided as 38.8825°, -77.1145° (latitude, longitude). Please correctly enter north and east coordinates as positive values, and south and west coordinates as negative values.

2. **PROPOSAL APPLICATION CHECKLIST**

ALL PROPOSALS MUST INCLUDE:

☐ Signed Grant Application Cover Page (MUST be signed by authorized representative)

☐ DUNS Number

□ Project Summary (1 page)

□ Project Narrative

□ Timetable

□ Budget Table

□ Budget Justification

□ *Curricula vitae* (1-2 pages) for key personnel

□ Recent Letter of Governmental Endorsement

□ Map

□ Audit Report (Only necessary if your organization has expended more than $500,000 of Federal assistance per year. For more information go to: http://harvester.census.gov/sac/)

□ Foreign Contribution (Regulation) Act (India only)

PROPOSALS FROM U.S. APPLICANTS MUST ALSO INCLUDE:

□ A complete, signed Standard Form 424-Application for Federal Assistance
http://www.fws.gov/international/DICprograms/sf%20424.pdf

□ A complete Standard Form 424b-Assurances
http://www.fws.gov/international/DICprograms/sf%20424b.pdf

□ Documentary evidence of Section 501(c)(3) non-profit status, if applicable

□ A copy of your organization's Negotiated Indirect Cost Rate Agreement, if applicable

3. SUBMISSION INSTRUCTIONS

A. REGISTRATION: Before submitting a proposal, you must be registered in the following databases:
- Dun and Bradstreet Number System (DUNS)
- Central Contractor Registration Database (CCR)
- Grants.gov (Domestic applicants only)

Dun & Bradstreet Universal Number System (DUNS): U.S. Government-wide policy requires that all applicants, organizations and individuals, both domestic and non-domestic, apply for, and include, a nine-digit Dun & Bradstreet Data Universal Number System (DUNS) on their proposal. Applicants without a DUNS number should go to http://fedgov.dnb.com/webform. Applicants who already have a DUNS number are responsible for updating changes to their address or business name with Dun and Bradstreet directly. ***The organizational address (Grant Administrator) must match the address in Dun & Bradstreet's system.***

Central Contractor Registration (CCR) Database: All domestic and most foreign applicants MUST be registered in the CCR database to apply for funding. Exceptions are: 1) all individuals; 2) all Federal agencies; 3) foreign applicants submitting a proposal for less than $25,000. CCR is used by the U.S. government as the repository for standard information about applicants and recipients of federal funds. *Recipients* must maintain an active CCR registration with current information at all times during the project period. Domestic registrants go to: http://www.ccr.gov (click on "What you need to Register")

Non-Domestic registrants go to: https://www.bpn.gov/ccr/international.aspx

Grants.gov:
Domestic Applicants: MUST apply through Grants.gov. If you do not have an account, you must register. Go to: http://www.Grants.gov/Get Registered
It may take up to three weeks to complete the Grants.gov registration.

B. SUBMISSION

Domestic Applicants: You must apply through Grants.gov. Your entire proposal including the cover page MUST be uploaded as a SINGLE pdf file. Attach your file on the Attachment Form. **For further instructions, see above.**

Non-Domestic Applicants: May submit through Grants.gov or e-mail
Grants.gov: See above
E-mail: All documents must be printable on letter paper (8 ½" x 11"). Format all pages to display and print page numbers. We prefer to receive the entire proposal as a SINGLE file attachment. If you need to submit separate attachments please try to send them all together in a single e-mail message. If your files are too big for a single e-mail, please number your e-mails and attachments so that we know the order of your submissions.
E-mail your proposal to the USFWS at WWB_Africa@fws.gov

V. APPLICATION REVIEW

The USFWS may solicit advice from qualified experts to conduct a technical review of your proposed project. The USFWS may also discuss your proposal with known past and present partners to reduce the potential for waste, fraud and abuse and to encourage coordination and collaboration among projects on the ground.

Review Criteria: To be considered for funding, proposals must address one or more of this program's priority areas, listed above in the Description of Funding Opportunity. The Division of International Conservation ranks proposals by scoring how well each proposal addresses the program priority areas and the requested elements listed in the Application and Format section above. High priority, well-justified projects that address all of the requested proposal elements will receive higher scores. These scores are not the sole determining factor for final funding decisions. Other review criteria include considering the degree to which a project:
- Is a good fit for the Wildlife Without Borders - Africa Program, including building capacity in thematic areas (Threat Reduction, Protected Area Management, Training Programs, and Decision Makers), and meeting proposal requirements;
- Demonstrates clear conservation benefit;
- Meets a conservation capacity need;
- Indicates that the applicant organization and/or individual(s) have the ability to implement the proposed activities successfully;
- Identifies objectives and indicators that can be monitored in a way that the successes and failures of activities can be credibly assessed and shared, with models or methods that can be replicated at other sites;

- Has previously performed satisfactorily, including on-site collaboration by the applicant or organization, and their timely completion of reporting requirements to USFWS, if applicable, and other donors.

The above considerations are not listed in any order of importance. All considerations listed do not necessarily apply to every proposal. Following review, applicants may be asked to revise the project scope and/or budget before a final funding decision can be made. The Division of International Conservation occasionally receives and funds proposals outside of the announced submission deadlines that are of such a critical nature that they warrant immediate consideration (e.g., projects resulting from a natural disaster, disease outbreak, other imminent threats or population crash, among others.)

VI. AWARD ADMINISTRATION

Award Notices: Successful applicants will be e-mailed written notice in the form of an Assistance Award document, along with an enrollment form for the Automated Standard Application for Payments (ASAP) for their banking information. Applicants whose projects are not selected for funding will receive an e-mail notice within 180 days from the date of their proposal submission.

Administrative and National Policy Requirements: Go to http://www.fws.gov/international/DIC/pdf/aag.pdf to review the Division of International Conservation's *Assistance Award Guidelines,* which details the policies, terms, and conditions applicable to awards made under this program.

Please note that all payments made to domestic recipients after September 30, 2011 will be through Automated Standard Application for Payments (ASAP).

Domestic registrants: Payments will be issued through U.S. Department of Treasury via the self-initiated electronic drawdown system, Automated Standard Application for Payments (ASAP). To view instructions and initiate ASAP enrollment, go to: http://www.fws.gov/fbms/

Non-Domestic registrants: Please refer to the payment instructions provided in your Award announcement email.

Reporting: The standard reporting requirements are:
- **Mid-Term:** a **performance report** *which includes an executive summary no longer than one page* and a **financial status report**, due 30 days after the first half of the project period; and
- **Final:** a **performance report,** *which includes an executive summary no longer than one page*, a **financial status report**, and copies of all deliverables and products resulting from the project, including photographic documentation of project activities, due within 90 days of the end of the project period.

The above reporting requirements will apply to all awards unless otherwise indicated in the Scope of Work section of the award document. Requirements for more frequent reporting will be at the discretion of the USFWS Program Officer and may be modified by the USFWS Program Officer during the project period. See the Division of International Conservation's *Assistance Award Guidelines* document at http://www.fws.gov/international/DIC/pdf/aag.pdf for additional reporting information.

Branding: All materials (presentations, reports, large equipment purchases, infrastructure, awards, and other items as deemed relevant) produced under any award intended for distribution must acknowledge the support of USFWS by showing the USFWS logo. Photo-ready and vector format logos are available upon request from the USFWS Program Officer.

VII. <u>AGENCY CONTACT</u>

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